



## **TOWN OF MILFORD**

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### **PLANNING AND COMMUNITY DEVELOPMENT**

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#### **~ 2003 REPORT ~**

Maintaining and enhancing Milford's attractiveness, as a place to live and conduct business, requires the daily regulatory oversight of land development activities, as well as the implementation of long-range community development efforts. Providing services that support these efforts is the function of the Department of Planning and Community Development.

This Department provides assistance to the general public, as well as technical support to Town boards and commissions. Because the demands and initiatives required of the Department necessitated additional staffing, funding for a Planning Technician position was approved in the 2003 Town Budget. Lincoln Daley was hired mid-year to focus on increasing the Department's ability to make the development review process more thorough and efficient. Other responsibilities of this position include spearheading efforts to implement a Town-wide geographic information systems (GIS) program. The position also allows for additional support needed for ongoing projects. Also, new to our staff is Shirley Wilson, who as the Departmental Administrative Assistant will be challenged with the demands of customer service, the demands of moving us forward with technology, and working in an often-times crazy and conflict-oriented environment.

Long-range planning efforts continue to move forward as time and resources allow. These projects include review and rewriting of sections of the zoning, subdivision, site plan and other regulations; development of growth management techniques; establishing and assessing impact fees; managing special projects such as the pedestrian bridge over the Souhegan River, updating sections of the **1999 Master Plan Update**, traffic and transportation, housing, economic development, and Town facilities.

A major initiative from the Department was the formation of the Facilities Master Plan Committee, which was authorized by the Board of Selectmen with the mission "to develop a comprehensive community-supported Town and School facilities master plan, with background that supports specific recommendations for facility size, location, function, and timing for construction; and to implement specific actions to inform, educate, and gain approval from the elected officials and citizenry of Milford in implementing the plan". Staff support for the efforts of this important task was a major component of the Departmental work program, and will continue into 2004.

This Department will also continue to provide the technical support needed by the Planning Board in its ongoing struggle to develop a fair and comprehensive growth management strategy for the community. Tools such as limiting residential building permits, phasing of new development, growth moratoriums, rezonings, and regulation and policy modifications will be areas of tremendous study and discussion. Other efforts will involve the Industrial and Community-Use related Master Plan for the BROX property, and special projects such as the Souhegan River pedestrian bridge that is proposed to connect Keyes Field with the new Boys and Girls Club Facility, and the additions of new sidewalks that will lead to Mont Vernon Street, and the North River Road / MCAA fields.

The Department of Planning and Community Development strives to serve the community by providing assistance in land use related matters. For the past 27 and one-half years, our Administrative Assistant Shirley Carl has undertaken this responsibility by supporting the Planning, Building, Health, Inspections, Planning Board, and Zoning Board of Adjustment. Mrs. Carl retired at the close of 2003 and her dedication, knowledge, and wisdom will be missed. We thank you Shirley and wish you a happy and healthy retirement.

I would also like to express my appreciation to Walter Murray, Chairman of the Planning Board, whose resignation from the Board at the very beginning of 2004 means the loss of over nine years of Board experience, insight, and credibility which he brought to each and every meeting and work session. Chairman Murray's common sense approach, support, office visits, and friendship will be personally missed.

As always, this Department strives to be open and customer service focused. Please feel free to communicate with us to have questions answered or concerns addressed by using the Town website, telephone, or by visiting the office.

Respectfully submitted,

Bill Parker

Director of Planning and Community Development